

**REPORT OF THE AUDIT OF THE
OLDHAM COUNTY
SHERIFF**

**For The Year Ended
December 31, 2003**



**CRIT LUALLEN
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CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS

To the People of Kentucky
Honorable Ernie Fletcher, Governor
Robbie Rudolph, Secretary
Finance and Administration Cabinet
Honorable Mary Ellen Kinser, Oldham County Judge/Executive
Honorable Steven W. Sparrow, Oldham County Sheriff
Members of the Oldham County Fiscal Court

The enclosed report prepared by Carpenter, Mountjoy & Bressler, PSC, Certified Public Accountants, presents the statement of revenues, expenditures, and excess fees of the County Sheriff of Oldham County, Kentucky, for the year ended December 31, 2003.

We engaged Carpenter, Mountjoy & Bressler, PSC to perform the audit of this statement. We worked closely with the firm during our report review process; Carpenter, Mountjoy & Bressler, PSC evaluated the Oldham County Sheriff's internal controls and compliance with applicable laws and regulations.

Respectfully submitted,

A handwritten signature in cursive script, reading "Crit Luallen".

Crit Luallen
Auditor of Public Accounts

Enclosure



**REPORT OF THE AUDIT OF THE
OLDHAM COUNTY
SHERIFF**

**For The Year Ended
December 31, 2003**

EXECUTIVE SUMMARY

AUDIT EXAMINATION OF THE OLDHAM COUNTY SHERIFF

**For The Year Ended
December 31, 2003**

Carpenter, Mountjoy & Bressler, PSC has completed the Oldham County Sheriff's audit for the year ended December 31, 2003. Based upon the audit work performed, the financial statement presents fairly, in all material respects, the revenues, expenditures, and excess fees in conformity with the regulatory basis of accounting described in Note 1.

Financial Condition:

Excess fees increased by \$30,777 from the prior year, resulting in excess fees of \$32,956 as of December 31, 2003. Revenues increased by \$431,904 from the prior year and expenditures increased by \$401,127.

Deposits:

The Sheriff's deposits were insured and collateralized by bank securities or bonds.

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The Honorable Mary Ellen Kinser, Oldham County Judge/Executive
Honorable Steven W. Sparrow, Oldham County Sheriff
Members of the Oldham County Fiscal Court

Independent Auditor's Report

We have audited the accompanying statement of revenues, expenditures, and excess fees - regulatory basis of the County Sheriff of Oldham County, Kentucky, for the year ended December 31, 2003. This financial statement is the responsibility of the County Sheriff. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the County Sheriff's office prepares the financial statement on a regulatory basis of accounting that demonstrates compliance with the laws of Kentucky, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.


In our opinion, the financial statement referred to above presents fairly, in all material respects, the revenues, expenditures, and excess fees of the County Sheriff for the year ended December 31, 2003, in conformity with the regulatory basis of accounting.

The Honorable Mary Ellen Kinser, Oldham County Judge/Executive
Honorable Steven W. Sparrow, Oldham County Sheriff
Members of the Oldham County Fiscal Court

In accordance with Government Auditing Standards, we have also issued our report dated September 30, 2004, on our consideration of the County Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

This report is intended solely for the information and use of the County Sheriff and Fiscal Court of Oldham County, Kentucky, and the Commonwealth of Kentucky and is not intended to be and should not be used by anyone other than these interested parties.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carpenter, Mountjoy & Bressler, PSC".

Carpenter, Mountjoy & Bressler, PSC

Audit fieldwork completed -
September 30, 2004

OLDHAM COUNTY
STEVEN W. SPARROW, COUNTY SHERIFF
STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS

For The Year Ended December 31, 2003

Revenues

Federal Grants		\$	207,380
State Grant Received			2,963
State - Kentucky Law Enforcement Foundation Program Fund			56,532
State Fees For Services:			
Fee Claims	\$	74,471	
Sheriff Security Service		49,306	123,777
Circuit Court Clerk:			
Fines and Fees Collected			5,810
Fiscal Court			300
County Clerk - Delinquent Taxes			6,539
Commission On Taxes Collected			766,113
Fees Collected For Services:			
Auto Inspections	\$	18,115	
Serving Papers		42,748	
Carrying Concealed Deadly Weapon Permits		9,750	
Transport Prisoners		32,323	102,936
Other:			
Sheriff's 10% Add-On Fees	\$	68,599	
Advertising Costs		1,884	
Advertising Fees		2,670	
Miscellaneous		4,706	77,859
Interest Earned			8,990
Borrowed Money:			
State Advancement			583,916
Total Revenues		\$	1,943,115

The accompanying notes are an integral part of this financial statement.

OLDHAM COUNTY
STEVEN W. SPARROW, COUNTY SHERIFF
STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS
For The Year Ended December 31, 2003
(Continued)

Expenditures

Federal Grant Expenditures	\$	207,380
State Grant Expenditures		2,963
Operating Expenditures and Capital Outlay:		
Personnel Services-		
Deputy's Gross Salaries	\$	528,907
KLEFPF Gross Salaries		51,237
Other Gross Salaries		32,688
Employee Benefits-		
Employer's Share Social Security		56,167
Employer's Share Retirement		21,380
Employer's Share Hazardous Duty Retirement		85,052
Employer Paid Health Insurance		57,164
Contracted Services-		
Advertising		4,353
Vehicle Maintenance and Repairs		9,039
Materials and Supplies-		
Office Materials and Supplies		7,112
Uniforms		10,000
Radio		3,987
Other Charges-		
Conventions and Travel		5,000
Dues		2,105
Postage		10,380
Insurance		
Bond		3,561
Carrying Concealed Deadly Weapon Permits		6,770
Transport Fugitives		17,910
Computer Service		3,446

The accompanying notes are an integral part of this financial statement.

OLDHAM COUNTY
 STEVEN W. SPARROW, COUNTY SHERIFF
 STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS
 For The Year Ended December 31, 2003
 (Continued)

Expenditures (Continued)

Operating Expenditures and Capital Outlay (Continued):

Juror Meals	\$	1,059	
Transfer to Forfeiture Acct.		613	
Interest Paid to School		4,516	
Training		3,462	
Miscellaneous		<u>9,911</u>	\$ 935,819
Capital Outlay-			
Office Equipment	\$	5,861	
Vehicles		<u>93,770</u>	99,631
Debt Service:			
State Advancement			<u>583,916</u>
Total Expenditures			<u>\$ 1,829,709</u>
Net Revenues	\$	113,406	
Less: Statutory Maximum		<u>77,414</u>	
Excess Fees	\$	35,992	
Less: Training Incentive Benefit		<u>3,036</u>	
Excess Fees Due County for 2003	\$	32,956	
Payments to Fiscal Court - December 31, 2003		<u>32,956</u>	
Balance Due Fiscal Court at Completion of Audit	\$	<u><u>0</u></u>	

OLDHAM COUNTY
NOTES TO FINANCIAL STATEMENT

December 31, 2003

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of revenues over expenditures to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

Kentucky Revised Statute (KRS) 64.820 directs the fiscal court to collect any amount, including excess fees, due from the County Sheriff as determined by the audit. KRS 134.310 requires the County Sheriff to settle excess fees with the fiscal court at the time he files his final settlement with the fiscal court.

The financial statement has been prepared on a regulatory basis of accounting, which demonstrates compliance with the laws of Kentucky and is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under this regulatory basis of accounting revenues and expenditures are generally recognized when cash is received or disbursed with the exception of accrual of the following items (not all-inclusive) at December 31 that may be included in the excess fees calculation:

- Interest receivable
- Collection on accounts due from others for 2003 services
- Reimbursements for 2003 activities
- Tax commissions due from December tax collections
- Payments due other governmental entities for payroll
- Payments due vendors for goods or services provided in 2003

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Sheriff's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

OLDHAM COUNTY
NOTES TO FINANCIAL STATEMENT
December 31, 2003
(Continued)

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems.

This is a multiple-employer public retirement system that covers all eligible full-time employees. Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 6.34 percent for the first six months of the year and 7.34 percent for the last six months of the year. Hazardous covered employees are required to contribute 8.0 percent of their salary to the plan. The county's contribution rate for hazardous employees was 16.28 percent for the first six months of the year and 18.51 percent for the last six months of the year.

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65. Aspects of benefits for hazardous employees include retirement after 20 years of service or age 55.

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Retirement Systems' annual financial report which is a matter of public record.

Note 3. Deposits

The Sheriff maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 66.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the Sheriff and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, and (c) an official record of the depository institution. These requirements were met, and as of December 31, 2003, the Sheriff's deposits were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the Sheriff's agent in the Sheriff's name, or provided surety bond which named the Sheriff as beneficiary/obligee on the bond.

Note 4. Federal Grant Receipts and Expenditures

The Oldham County Fiscal Court applied for and was granted a federal award in 2002. The award, CFDA # 16.590, Grants to Encourage Arrest Policies and Enforcement of Protection Orders, was used to develop a Domestic Violence Unit in the Sheriff's office. The Program receipts are used to supplement existing funds for program activities for the purpose of providing legal assistance and legal advocacy to domestic violence victims. During 2003, the Sheriff's office expended \$207,380 for program activities of the Domestic Violence Unit. The Sheriff received \$220,056: \$207,380 as reimbursement for expenditures and \$12,676 as start-up money for the program.

OLDHAM COUNTY
NOTES TO FINANCIAL STATEMENT
December 31, 2003
(Continued)

Note 5. State Grant

The Oldham County Sheriff's office participates in a state grant program. The purpose of this program is to provide funds for the purchase of body armor. On January 1, 2003, there was a balance in the body armor grant account of \$837. In 2003, the Sheriff's office received \$2,974 in state grant funds and interest and expended \$2,963 for program expenditures. As of December 31, 2003, a balance of \$849 exists in the body armor account.

REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Honorable Mary Ellen Kinser, Oldham County Judge/Executive
Honorable Steven W. Sparrow, Oldham County Sheriff
Members of the Oldham County Fiscal Court

Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards

We have audited the statement of revenues, expenditures, and excess fees - regulatory basis of the Oldham County Sheriff for the year ended December 31, 2003, and have issued our report thereon dated September 30, 2004. This was a special report on the County Sheriff's financial statement prepared in accordance with a basis of accounting other than generally accepted accounting principles. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Oldham County Sheriff's financial statement for the year ended December 31, 2003, is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

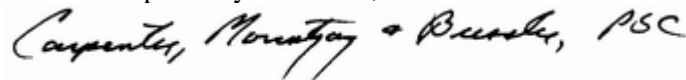
Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Oldham County Sheriff's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified parties.

Respectfully submitted,

A handwritten signature in black ink that reads "Carpenter, Mountjoy & Bressler, PSC". The signature is written in a cursive, flowing style.

Carpenter, Mountjoy & Bressler, PSC

Audit fieldwork completed -
September 30, 2004

